

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0136713
POSITION NO: 153371
CLASS CODE: 3324
POSITION TITLE: _____

Date Posted: 07/02/12
Closing Date: 07/16/12

Senior Engineering Technician

DEPARTMENT NAME: DNR/NAVAJO LAND DEPARTMENT
DEPARTMENT NO: 13 WORKSITE LOCATION: Ft. Defiance Navajo Land Office, AZ
WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R60A
Days: Monday - Friday Permanent: ☒ SALARY: _____
Hours: 8:00am - 5:00pm Temporary: ☐ Duration: _____ \$ 26,956.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40+ \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Under supervision of the Navajo Land Department, Senior Engineering Technician, conduct home site lease survey, land withdrawal survey, conduct topographical, route, leveling, differential, traverse and trigometrical surveys method. Locate Cadastral monumentations to identify boundary and section corner to complete legal surveys and conduct research field measurement and computes survey data. Reduces field notes, produce field survey on the computer software to develop a survey plats, Quad/TOPO maps, ensure the bearing and distance are correct according to field notes or field data collection to develop a legal survey plats for the approval of the Department Registered Surveyor. Maintain a good working relationship with employees, chapter officials and provide on-the-job training to new and/or temporary employees. Attend department meetings, coordinates program activities with other Navajo Nation offices, federal, state government agencies, and the general public to perform special assignments as required and other assigned duties by the Registered Surveyor, Senior Programs & Projects Specialist and Department Manager.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

High School Diploma or GED and (2) years experience in the field of engineering technician work; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(to receive full credit for education/training applicant must submit copies of transcripts, degree's and current certificates)***

Special Knowledge, Skills and Abilities:

Knowledge of Geographical Information System (GIS) and Global Positioning System (GPS), legal surveying; reading methods of engineering specification; knowledged of Carlestone Survey software and computer hardware; Ability to communicate verbal (Navajo & English); technical researches, and analytical written reports. Must be willing travel and carry more than 85 pounds equipments to conduct legal surveys.

License/Certification Requirements:

Applicant must possess a valid state drivers license and obtain a NN Operator's Permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99